



Australian Government  
Department of Agriculture,  
Fisheries and Forestry

# Exports process instruction

## Inspection of prescribed grain and plant products for export

### Direction to staff

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999*.

### Direction to authorised officers

Authorised officers (AOs) must exercise powers and perform functions in accordance with any lawful directions or instructions issued by the department.

### Direction to industry

This instructional material outlines the requirements for the inspection of prescribed grain and plant products for export. All parties with roles and responsibilities explicit in this instructional material and legislation must comply with it.

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## Purpose of this document

This document details the policy and process for the phytosanitary inspection of prescribed grain and plant products for export. It includes the following commodities:

- grains
- seeds
- nuts (shelled and unshelled)
- pulses
- oil seeds
- milled products (flour and meal)
- plant based stock feed (excluding hay, straw and silage)
- dried and/or processed products (for consumption only: tea, seaweed, tobacco leaf, herbs, spices, flowers, vegetables)
- plant based pellets (for example, hay pellets for bedding/fuel and the like)
- bulk raw sugar.

**Refer to** section 1-7 of the Export Control (Plants and Plant Products) Rules 2021 (Plant Rules) for a full list of prescribed grains.

**Important:** This document is to be used in conjunction with the importing country's requirements (ICRs) listed in import permits, protocols, workplans and the Manual of Importing Country Requirements ([Micor](#)).

Where the ICRs contradict the requirements in this document, the ICRs take precedence.

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## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this exports process instruction.

Role	Responsibility
Assessment and Client Contact Group	<ul style="list-style-type: none"> <li>Validating documentation.</li> <li>Issuing certification.</li> </ul>
Business Systems Program	Updating EXDOC.
Clients	<ul style="list-style-type: none"> <li>Obtaining, checking and meeting the importing country requirements.</li> <li>Submitting the Request for Permit (RFP) and supporting documents.</li> <li>Requesting an export inspection.</li> <li>Presenting goods that are compliant with importing country requirements and requirements of Australian export legislation (compliant goods) for inspection/assessment by the AO.</li> <li>Using compliant packaging.</li> <li>Organising and presenting the consignment for inspection in a registered establishment.</li> <li>Applying an accurate trade description to the consignment.</li> <li>Selecting the sampling method.</li> <li>Providing assistance to the AO during inspection.</li> <li>Providing information on pest lists to the AO, where applicable.</li> <li>Obtaining formal identification of pests detected during inspection, where applicable.</li> <li>Treating rejected consignments and requesting re-inspection, where applicable.</li> <li>Requesting certification.</li> <li>Maintaining phytosanitary status of passed goods until export.</li> <li>Exporting goods within the export validity period.</li> <li>Requesting an extension to the export validity period, where applicable.</li> </ul>
Grain and Seed Exports Program	Assessing requests for extensions to the export validity period.
Inspection AOs	<ul style="list-style-type: none"> <li>Ensuring they have the appropriate job functions, delegations and powers listed in their Instrument of Appointment to undertake the inspection.</li> <li>Determining and complying with site-specific work health and safety (WHS) requirements.</li> <li>Assessing WHS risks.</li> <li>Reporting WHS incidents.</li> </ul>

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Role	Responsibility
	<ul style="list-style-type: none"> <li>• Checking that the inspection bench is compliant.</li> <li>• Validating RFP and supporting documents.</li> <li>• Checking the consignment matches the RFP.</li> <li>• Checking the consignment matches the trade description, where applicable.</li> <li>• Inspecting and verifying compliance of packaging material.</li> <li>• Verifying that empty containers and bulk vessels have been approved for loading, where applicable.</li> <li>• Inspecting commodity flowpath.</li> <li>• Checking the consignment is accessible.</li> <li>• Verifying sample amount (automatic sampling).</li> <li>• Sampling the consignment.</li> <li>• Conducting phytosanitary inspection.</li> <li>• Collecting pests and contaminants for identification.</li> <li>• Re-inspecting the consignment after treatment, where applicable.</li> <li>• Recording and submitting inspection results.</li> </ul>
Micor administrator	Creating or amending Micor cases as required.
Registered establishments (see also <i>Clients</i> role)	<ul style="list-style-type: none"> <li>• Presenting goods that are compliant with importing country requirements and requirements of Australian export legislation (compliant goods) for inspection/assessment by the AO.</li> <li>• Maintaining phytosanitary status of goods until export.</li> <li>• Maintaining the establishment in accordance with relevant legislation and the Exports process instruction: <a href="#">Management of plant export registered establishments</a>.</li> </ul>

## Inspection by an AO

- Prescribed grain and plant products must be inspected by an AO that has been appropriately trained, deemed competent and appointed by the department for the job function PGG3001 *Export inspection of prescribed grain and plant products*.
  - PGG3001:1 *Export inspection of prescribed grain and plant products – packaged*
  - PGG3001:2 *Export inspection of prescribed grain and plant products – bulk into containers*
  - PGG3001:3 *Export inspection of prescribed grain and plant products – bulk into bulk vessels*
- Where the consignment is for a protocol market, the AO must be appointed in the relevant inspection technique for job functions PGG3001 and GSEP4001: *Export inspection of prescribed grain and plant products protocol*.
- Inspection of prescribed grain and plant products must be carried out in accordance with the Exports work instruction: [Inspection of prescribed grain and plant products](#).
- Inspection AOs must hold current registration for operating all vehicles, vessels, equipment and machinery as required.
- Inspections must be recorded on an approved inspection record in accordance with the Exports work instruction: [Completing plant export inspection and treatment records](#).

## Work health and safety

- Clients and operators of registered establishments should comply with the WHS policies of their organisation during the packing, treatment and movement of goods.
- Inspection AOs must
  - read and be familiar with the Exports Reference: [Work health and safety in the plant export environment](#).
  - not enter work sites unless it is safe, they are wearing the required personal protective equipment (PPE) and have considered any WHS hazards
  - discontinue their inspection if, at any time, they consider there is a risk to their safety
  - comply with applicable Commonwealth, state and territory WHS legislation
  - comply with site-specific requirements, unless they assess the requirements as placing them at risk, in which case they must take reasonable action to ensure their safety
  - continually assess the possible risks while performing their duties.

## Personal protective equipment

Inspection AOs must have the following PPE for when a site or exports work instruction requires it:

- hi-visibility vest
- enclosed shoes
- steel-cap boots
- hearing protection
- hard hat
- long-sleeved clothing
- safety glasses
- face mask
- first aid kit
- water
- sunscreen
- emergency communication equipment (such as a phone carrier with coverage or satellite phone).

## Care and maintenance of equipment

Inspection AOs must:

- maintain, store and use their PPE in accordance with the manufacturer's instructions and any relevant Australian Standard and requirements of the AO's employer
- regularly inspect the PPE and inspection equipment and remove from service if the PPE and/or inspection equipment is damaged, broken or passed its used-by date.

**Refer to** the Exports Reference: [Plant exports guide – Equipment](#) for more information on the types of PPE needed for inspections.

## WHS reporting requirements

All WHS incidents, near misses, and any hazards must be reported to the department, the manager of the registered establishment and the client.

- Departmental AOs must record all WHS incidents, near misses, and any hazards in SIRUS.

- State/Territory government officer or third-party AOs must report all WHS incidents, near misses, and any hazards to [Plant Export Training](#).

## Essential inspection equipment

Inspection AOs must:

- have the minimum equipment as outlined in the relevant exports work instruction
- ensure equipment is in good order, clean and fit for purpose
- always carry their departmental identity cards (department AOs only).

**Refer to** the Exports Reference: [Plant exports guide – Equipment](#) for more information on essential inspection equipment.

## What are the pre-inspection requirements?

### Importing Country Requirements (ICRs)

Where the ICRs are unknown or differ from [Micor](#), they must be:

- obtained from the importing country authority
- obtained in the form of an import permit or instrument in writing published by the importing country authority (for example, legislation, regulation, decree or import requirements database)
- provided to the Micor Administrator and published/updated in [Micor](#) prior to inspection.

### Notice of intention to export requirements (NOI)

A valid NOI must be:

- lodged prior to inspection
- consistent with the consignment presented for inspection
- in the form of an electronic RFP lodged via EXDOC
- at initial (INIT) or final (FINL) status prior to engaging an AO for inspection
- have a manual EX28 form, if the importing country authority requires manual certification or contingency measures are in place due to electronic systems failures.

The following table outlines the pre-inspection process.

Stage	What happens	Responsible party
1.	The import requirements are obtained from the importing country authority.	Client

Stage	What happens	Responsible party						
2.	<div>The import requirements are checked to make sure they match the relevant <a href="#">Micor</a> case.</div> <table><tr><th>If the conditions...</th><th>Then...</th></tr><tr><td>do match the Micor case</td><td><b>go to Stage 4.</b></td></tr><tr><td>do not match the Micor case, or there is no Micor case</td><td><ul style="list-style-type: none"><li>the requirements are provided to the department</li><li><b>continue to Stage 3.</b></li></ul></td></tr></table>	If the conditions...	Then...	do match the Micor case	<b>go to Stage 4.</b>	do not match the Micor case, or there is no Micor case	<ul style="list-style-type: none"><li>the requirements are provided to the department</li><li><b>continue to Stage 3.</b></li></ul>	Client
If the conditions...	Then...							
do match the Micor case	<b>go to Stage 4.</b>							
do not match the Micor case, or there is no Micor case	<ul style="list-style-type: none"><li>the requirements are provided to the department</li><li><b>continue to Stage 3.</b></li></ul>							
3.	The import requirements are assessed, and a Micor case is created or amended as required.	Micor administrator						
4.	An export registered establishment, approved for the commodity, is organised for the inspection.	Client						
5.	An RFP is lodged for the consignment to be exported.	Client						
6.	The consignment is prepared and checked to make sure it meets departmental and the importing country’s requirements.	Client						
7.	An inspection AO is organised for the inspection.	Client						
8.	<div>The inspection AO is provided with a copy of the RFP and all supporting documentation, such as import permit, gas free certificates, evidence of area freedom or treatment certificates, Container Approval Record, Bulk Vessel Approval Record.</div> <div><b>Note:</b> Some documents may be provided after the inspection.</div>	Client						

Refer to [Exporting plants and plant products: A step-by-step guide for Australian exporters](#) for more information about preparing products for export, booking an inspection appointment, and submitting supporting documents.

## What are the registered establishment requirements?

### General requirements

Prescribed goods must be prepared and presented for inspection at an establishment registered for export with the department.

A registered establishment must:

- be maintained in accordance with the Exports process instruction: [Management of plant export registered establishments](#) and any relevant legislative requirements
- have a current registration, approved export registered operations and function codes relevant to the commodity inspection
- have receipt, storage, inspection, treatment and despatch areas that are clean and free from pests and contaminants
- have an inspection bench that is
  - well-lit, lighting can be natural or artificial



- clean
- white (if using stainless steel, the bench must be covered with suitable white material prior to each inspection or a white inspection tray)
- fit-for-purpose (that is, of adequate size and nature to allow for the inspection)
- not used for the inspection of imported goods unless departmental approval has been given by the Audit and Assurance Group (AAG)
- have screening equipment to ensure goods are screened to remove large contaminants prior to being presented to AOs for inspection
  - screen size must be appropriate for the commodity and suitable to ensure any large contaminants are removed from the plants or plant products
  - screenings must be available for examination by the AO during and at the end of each working day.

### Consignments of 10kg or less

Consignments of grain and plant products comprising a total amount of 10kg or less that do not require phytosanitary certification do not need to be inspected by an AO, even if they include species considered prescribed grains under the Plant Rules.

Consignments of grain and plant products comprising a total amount of 10kg or less that require phytosanitary certification must be inspected by an AO and be exported under an RFP. However, the inspection for such consignments does not need to take place at an export registered establishment. It is the exporter's responsibility to ensure the products are not subject to infestation or contamination at the place where the products are inspected and packed.

RFPs for consignments of 10kg or less that are not inspected at a registered establishment should be raised using the region code in lieu of a registered establishment number.

Exporters must contact the [Grain and Seed Exports Program](#) with a description of the planned inspection location and the measures being undertaken to ensure products are not infested or contaminated, for approval to complete a manual inspection record. Unapproved manual inspection records of any kind will not be accepted for authorisation of any consignment.

### Sampling systems

- Automatic sampling system infrastructure must be calibrated at least annually.
- Automatic sampling systems must be calibrated to deliver 2.25 litres per 33.33 tonnes.
- Automatic sampling systems can vary between sites/bulk handlers. AOs must ensure they are familiar with site sampling equipment and the process for adjustment.
- Establishments must inform AOs when automatic sampling system calibration was undertaken, when requested.
- Where manual sampling is used, sampling points must allow the AO to safely and efficiently take required samples.
- Automatic vibrating sieves that do not direct the entire sample onto a sampling belt must have a system in place to catch and inspect the entire sample (including larger material that passes across the sieve) to allow inspection for larger contaminants.

### Commodity flowpath requirements

The flowpath is defined as from the point of sampling to the point of loading and includes the inspection area and commodity conveyance systems and anything along the pathway which the product comes into contact with, or which presents a direct risk for the product to become contaminated or infested after inspection and during loading.

- The flowpath must be clean and free of live pests and contaminants that could infest or contaminate a consignment before, during or after inspection, including
  - infested/infestible material or residue
  - live insects
  - live vermin, carcasses or their waste
  - contaminants.
- The flowpath must be inspected and passed immediately prior to inspection and loading of the commodity.

**Note:** For bulk vessels only

- A maximum delay of 12 hours between flowpath inspection and commencement of loading can be approved to allow for situations where commencement (or re-commencement) of loading is delayed. This applies where flowpaths are long and/or complicated and full flowpath re-inspection would delay loading.
- During delays, the flowpath must be inspected as thoroughly as possible in the available time, focussing on high-risk points or areas that accumulate residue/dust, hang-ups, rodent access, bird egress and the like.
- Prior to commencement after a delay, the entire flowpath must be run clean, including belts from source/s and elevators.
- For mobile bulk loading operations—the 12-hour allowance does not apply and the full flowpath must be re-inspected following any delays.
- Where loading of containers is continuous (back-to-back) throughout a shift and involves packing the same commodity for multiple RFPs, the flowpath inspection can be conducted at the beginning of the day.

**Important:** If the commodity changes, the flowpath must be cleaned down, re-inspected and passed prior to loading.

- The flowpath must be re-inspected if there is a change in condition that presents a risk of contamination or cross contamination to the goods/flowpath during loading.
- Where the flowpath has been treated with an insecticide or fumigant, AOs must not re-inspect until after the safety precautions (including exposure or airing periods) specified on the registered label or treatment certificate have been observed.
- If a non-conforming flowpath is rectified at the time, it must be re-inspected and passed. If the flowpath cannot be rectified, the inspection must be recorded as failed.
- The occupier of an export registered establishment must maintain a documented hygiene and pest control program to ensure that areas surrounding the flowpath and any closed systems or garner bins are free of pests and contamination and have been run clean.

**Note:** It is not always practical to complete the whole flow path inspection (point of sampling and storage to loading for example, for bagged goods) due to containers not being on site. In this situation, the flow path inspection is solely the inspection and sampling areas, and it is up to the client to ensure phytosanitary status is maintained when the passed goods are to be loaded into their respective containers.

## What are the requirements for empty container and/or bulk vessels?

Prior to loading, the condition of the empty containers or bulk vessel must be verified:

- empty containers must have been issued a container approval that has not expired (is within 90 days of inspection) and has not been revoked.

- bulk vessels must have been issued a bulk vessel approval that has not expired (is within 28 days of inspection) and the approval has not been suspended or revoked.

## What are the consignment requirements?

### Assessing the consignment

The consignment must:

- be clearly identifiable
- accessible
- match the RFP.

**Important:** The consignment may be presented in 'lots' over several shifts or days and not be presented all at the same time. The AO is required to verify what is presented against the details of the RFP. Amounts can be less than, but not more than (in total) what is on the RFP.

### Trade description

The trade description must be accurate and unambiguous and meet requirements of the *Export Control Act 2020* (Act) and the Plant Rules.

Trade description requirements are met through the provision of accurate and unambiguous (true and correct) information relating to the consignment when lodging the RFP into EXDOC.

If a trade description has been physically applied to prescribed grain and plant products (such as through labelling or printed markings on packaging) an AO must verify that the trade description:

- is accurate and unambiguous and that it contains enough information to enable the goods to be correctly and readily identified, and not confused with any other product
- is clear; set out in prominent and legible characters and not obscured in any way
- has been securely attached to the packaging
- satisfies any importing country requirements.

**Note:** The blending of different grades of grain, to arrive at a required grade, is normal practice and acceptable.

### Packaging material

- Materials used as packaging for prescribed grain and plant products for export must be
  - new (or, if used, must be treated/cleaned before use to ensure it meets all other packaging requirements)
  - clean
  - appropriate for the plants or plant products that have been or will be packed in them
  - sufficiently strong enough to withstand the handling ordinarily incurred by the materials during transit to maintain the phytosanitary status of the consignment
  - used in a manner that will ensure the integrity of the prescribed grain and plant products packed into them, including
    - free from holes/rips/tears
    - free from pests and contaminants
    - unlikely to impart odour
    - that is unlikely to place the acceptability of the prescribed goods at risk
  - compliant with any specific importing country requirements

- compliant with the [International Standards for Phytosanitary Measures \(ISPM\) 15](#) for wood packaging material.
- Any dunnage, bulkheads or separations to be fitted must be free of pests and contamination.
- Separations must be new (or, if used, must be treated/cleaned to ensure it meets all other packaging requirements).

## How is the consignment sampled for inspection?

- When consignments are made up of different grades or types (unblended), all grades or types must be sampled.

**Note:** It is permissible for each grade or type to be inspected as a separate lot if requested by the client.

- Goods of mixed grade, type (blended) or from multiple sources must be treated as a single consignment.
- Where the consignment is being presented in lots over several shifts or days, AOs must verify what is present against the RFP and identify appropriate lots for sampling. Amounts presented can be less than, but not more than, in total, what is listed on the RFP.

## Sampling rates

Sampling representatively for consignments greater than 1kg means in most situations you will sample more than 0.5 litres in total. The entire amount collected must be inspected.

The following table outlines the sampling rates for prescribed grain and plant products.

Inspection type	Sample rate
Bulk goods – automatic sampling (during loading of containers or bulk vessels)	2.25 litres per 33.33 tonnes.
Bulk sugar – manual sampling (during loading of bulk vessels)	1.0 litre per 10 tonnes.
Bulk containerised goods - manual sampling (during loading of containers)	<ul style="list-style-type: none"> <li>• 0.5 litres per 5 tonnes, with a minimum of 5 samples taken for each container loaded (considered equivalent to 2.25 litres per 33.33 tonnes)</li> <li>• Samples must be collected during the beginning, middle and end of loading.</li> </ul>
Bulk containerised goods (re-inspection only)	<p>0.5 litres per 5 tonnes over 9 sub-samples with at least 3 samples taken with probe directed to points furthest from the container doors, from centre, and near doors of the container.</p> <p><b>Important:</b> Sample probe must reach the bottom of the container. If suitable sampling equipment is not available, then container must be discharged, or part discharged.</p>
Packaged goods – automatic sampling (during filling of packages)	2.25 litres per 33.33 tonnes.

Inspection type	Sample rate
Packaged goods – manual sampling (during filling of packages)	0.5 litres per 5 tonnes, with a minimum of 5 samples taken for every container lot (considered equivalent to 2.25 litres per 33.33 tonnes)  <b>Important:</b> For consignments less than 5 tonne, the minimum sample amount is 0.5 litres.
Packaged goods – Manual sampling (after filling of packages) for consignments of packets of seed 1kg or less	Square root of the total number of packages in the lot. Round up to the next whole number.  <b>Example:</b> If 10 packages are being exported, the square root of 10 is 3.16. The rounded-up figure is 4. Therefore, 4 packages must be sampled.
Packaged goods – Manual sampling (after filling of packages) for consignments of 100kg or less	0.5 litres randomly across the entire consignment.
Packaged goods – Manual sampling (after filling of packages) for consignments greater than 100kg	0.5 litres per 5 tonnes taken randomly across the entire consignment.  <b>Important:</b> A minimum of 5 samples must be taken. This must be collected via multiple sub-samples taken from across the consignment (per each 5 tonnes). Samples must be taken randomly across the consignment, to ensure sampling is representative.
Goods in bulka bags—Manual sampling (including any bulk bag/package; for example, an intermediate bulk container (IBC))	<ul style="list-style-type: none"> <li>• A minimum of 0.5 litres per 5 tonnes taken randomly across the entire consignment.</li> <li>• At least 1 sub-sample per bulka bag must be taken.</li> <li>• At least 5 sub-samples must be taken per 5 tonnes.</li> </ul> <b>Important:</b> <ul style="list-style-type: none"> <li>• Sample probe must reach the bottom of the bulka bag.</li> <li>• Sampling representatively means in most situations you will sample more than 0.5 litres in total.</li> </ul> <b>Examples:</b> <ul style="list-style-type: none"> <li>• If 20 bulka bags are loaded into one container, 20 sub-samples must be taken, totalling at least 0.5 litres per 5 tonnes.</li> <li>• If 4 bulka bags are loaded into one container for one RFP, 5 sub-samples must be taken, totalling at least 0.5 litres per 5 tonnes.</li> </ul>

**Important:** For consignments of packaged goods under 5 tonnes, a minimum sample of 0.5 litres must be taken randomly across the consignment.

## Packaged goods

- Packaged goods must be sampled prior to loading into containers.  
**Note:** The entire consignment may not be presented at the same time.
- Samples must be taken randomly across the consignment, to ensure samples are representative.

## During loading or filling packages

- Samples of the goods for inspection must be drawn at regular intervals during loading or filling of packages.
- Samples must be drawn across the entire consignment and across the entire grain/product stream to ensure that samples are representative.
- In situations where a container has finished being loaded before inspection of the samples has been completed, loading must not continue (to the next container) until inspection has been completed.

## Verification of AO sample

- AOs must ensure that they are receiving an amount equal to or greater than the required minimum sample via the automatic sampling system.  
**Note:** It is permissible for more than the minimum amount to be sampled and inspected.
- AOs must verify that the sample delivered via the automatic sampling system is correct for the current loading rate.

## Inspection of the sample

- Samples must be inspected immediately after being drawn.
- The entire contents of the sample must be inspected before the sample is returned to the commodity stream. This must include fines that fall through the sieve as well as all the larger particles that remain on the mesh (manual sampling) or pass across the top of the automatic sieve.

**Important:** Automatic vibrating sieves that do not direct the entire sample onto a sampling belt must have a system in place to catch and inspect the entire sample (including larger material that passes across the sieve) to allow inspection for larger contaminants. If such a system is not in place the inspection of the commodity cannot proceed. For example, a bucket or white pan can be used to catch the grain before it goes back into the commodity stream.

- Inspected samples can be returned to the commodity stream, if it is practical to do so.
- Grain and plant products too small to be sieved must be spread on a white bench top or white paper. If small commodities are in transparent packages, and can be spread into a single layer, they can be inspected within the package.

## What are the tolerances for pests and contaminants?

- There is a nil tolerance for live injurious pests listed in **Attachment 1: [Injurious pests](#)** of this instructional material.

- There is a nil tolerance for live vermin (including rodents) and their waste in prescribed goods unless a tolerance is specified in **Attachment 2: [Pest and contaminant tolerances](#)** of this instructional material.
- Contaminants and non-injurious pests and with a tolerance level are listed in **Attachment 2: [Pest and contaminant tolerances](#)** of this instructional material.
- General tolerances are listed in **Attachment 3: [General tolerances](#)** of this instructional material.
- Tolerances for pests and contaminants may also be specified by the importing country.

**Note:** Pest lists may be found in import permits, Micor cases, protocols and work plans, or on the website of the relevant importing country authority. The client is responsible for providing information on pest lists to the AO.

**Important:** Tolerance levels imposed by the importing country take precedence over any tolerances listed in this instructional material.

## How are pests identified?

### When is pest identification required?

If the following is detected during inspection, it must be collected and identified:

- live insects
- live vermin, carcasses or their waste
- weed seeds
- other contaminating material (whether organic or inorganic). For example, soil, sand and plant debris.

**Go to** the Exports Reference: [Pests, Diseases and Contaminants of Grain and Plant Products](#) for images of and information about injurious pests an AO may encounter when sampling and inspecting prescribed goods.

### Who can provide an identification?

- An inspection AO may identify common pests or contaminants within the limit of their training and knowledge. AOs must not attempt to identify pests or contaminants outside their area of knowledge.
- Formal identification can be conducted, at the request of the client, by specialist entomologists, pathologists or other specialists accepted by the department as having expertise relevant to the pest, contaminant or symptoms found.

**Important:** The product must not be passed for export until the identity of the pest or contaminant has been determined.

**Note:** If the client does not wish to have a pest or contaminant identified, they can choose to treat and resubmit the goods instead.

**Go to** the Exports Reference: [Plant exports guide – Specimen collection](#) for guidance on how to collect specimens.

## How are pest and contaminant detections recorded?

### Grain and plant products to be exported in containers (bulk or packaged)

- The type of injurious live pests/contaminants, including weed seeds, that are found as per [Attachment 1](#) or those of quarantine concern to the importing country, must be recorded either
  - in the *remarks* or *comments* field of the grain and plant product inspection record



or

- separately; for example, in a notebook, and uploaded into PEMS as a supporting document.
- The number and type of pests/contaminants, including weed seeds, that are found as per [Attachment 2](#), must be recorded either
  - in the *remarks* or *comments* field of the grain and plant product inspection record
- or
- separately; for example, in a notebook, and uploaded into PEMS as a supporting document.
- The type of pests/contaminants, including weed seeds, that are found as per [Attachment 3](#) must be recorded either
  - in the *remarks* or *comments* field of the grain and plant product inspection record
- or
- separately; for example, in a notebook, and uploaded into PEMS as a supporting document.
- Where pests, contaminants or weed seeds are found during inspection 'over tolerance' (OT) or 'under tolerance' (UT) must be indicated on the grain and plant product inspection record.

### Grain and plant products to be exported bulk in bulk vessel holds

- The type of injurious live pests/contaminants, including weed seeds, that are found as per [Attachment 1](#) or those of quarantine concern to the importing country, must be recorded in the *remarks* field of the **bulk vessel loading running record** and 'over tolerance' (OT) indicated.
- The number and type of pests/contaminants, including weed seeds, that are found as per [Attachment 2](#), must be recorded in the *remarks* field of the **bulk vessel loading running record**, and 'over tolerance' (OT) or 'under tolerance' (UT) indicated.
- The type of pests/contaminants, including weed seeds, that are found as per [Attachment 3](#) must be recorded in the *remarks* field of the **bulk vessel loading running record**, and 'over tolerance' (OT) or 'under tolerance' (UT) indicated.
- Where pests, contaminants or weed seeds are found during inspection, these must be assessed as either 'over tolerance' (OT) or 'under tolerance' (UT) by the inspecting AO, and 'OT' or 'UT' recorded on the **bulk into ship hold inspection record** at completion of loading by the supervising AO.

### When does a consignment pass or fail inspection?

- A consignment that is **free** from the following passes inspection
  - injurious live pests listed in **Attachment 1: [Injurious pests](#)** of this instructional material.
  - pests or contaminants of quarantine concern to the importing country (unless there is a tolerance)
  - pests or contaminants above the tolerance levels listed in **Attachment 2: [Pest and contaminant tolerances](#)** of this instructional material
  - pests or contaminants above the tolerance levels listed in **Attachment 3: [General tolerances](#)** of this instructional material
  - vermin (including rodents and carcasses) detected during inspection (in the sample, source, flowpath or in the consignment).

**Note:** A consignment that contains any of the above will result in a rejection.



- Rejected goods must be segregated and clearly distinguished from goods that have passed inspection.

The following table outlines the different types of prescribed grain and plant product inspections and type of rejection that must be applied.

When...	And the inspection found ...	Then...
the consignment is sampled during loading, or during filling of packages	<ul style="list-style-type: none"> <li>• non-injurious live pests or contaminants over the tolerance levels specified in Attachment 2 or Attachment 3 of the exports process instruction</li> <li>or</li> <li>• weed seeds of quarantine concern to the importing country</li> </ul>	<b>a 50-tonne rejection applies.</b>
the consignment is sampled during loading, or during filling of packages	<ul style="list-style-type: none"> <li>• an injurious live pest as per Attachment 1 of the exports process instruction</li> <li>or</li> <li>• pests of quarantine concern to the importing country</li> </ul> <p><b>Note:</b> This does not include weed seeds.</p>	<b>the source is rejected.</b>
the consignment is sampled after filling of packages or is resubmitted packaged goods	<ul style="list-style-type: none"> <li>• an injurious live pest as per Attachment 1 of the exports process instruction</li> <li>or</li> <li>• an injurious life pest of quarantine concern to the importing country</li> <li>or</li> <li>• non-injurious live pests or contaminants over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction</li> </ul>	<b>the entire lot/consignment fails the inspection.</b>

When...	And the inspection found ...	Then...
inspecting a resubmitted container (bulk commodities)	<ul style="list-style-type: none"><li>• an injurious live pest as per Attachment 1 of the exports process instruction</li><li>or</li><li>• an injurious live pest of quarantine concern to the importing country</li><li>or</li><li>• non-injurious live pests or contaminants over the tolerance level specified in Attachment 2 or Attachment 3 of the exports process instruction</li></ul>	<b>the container from which the samples were drawn fails inspection.</b>

## 50 tonne run-off rejection for non-injurious pests and contaminants

50 tonne run-off rejections are applied in cases where non-injurious pests and contaminants are detected over the tolerance level specified in **Attachment 2: [Pest and contaminant tolerances](#)** or **Attachment 3: [General tolerances](#)** of this instructional material.

- Loading must stop immediately if a pest or contaminant is found in the commodity, or on its packaging/bags or pallets. If loading does not stop immediately
  - all goods beyond the point of sampling must be redirected and rejected
  - goods already loaded during the filling of packages and part-loaded containers must be rejected.
- If loading does stop immediately
  - all goods beyond the point of sampling must be passed
  - goods already loaded/packaged must be passed.
- 50 tonnes of product must be run-off from the source and rejected.
  - For flowpaths with a top garner or garner bin, the goods in these must also be run-off (in addition to 50 tonnes from the source).
  - If multiple sources are being blended, then 50 tonnes of product must be run-off from all sources used for the blend and rejected.
- Loading from the same source may recommence after the 50-tonne run-off rejection has occurred.
- A maximum of two 50 tonne run-off rejections per 1,000 tonnes inspected from a single source is permitted for the same pest or contaminant. A third detection must result in a rejection of the source.
 

**Note:** The count reverts to zero after each 1,000 tonnes inspected.
- Rejected goods must be segregated and clearly distinguished from goods that have passed the inspection.

## Rejecting the source

The source must be rejected if there is a detection of

- live pests (including insects and rodents) that are listed as injurious pests in **Attachment 1: [Injurious pests](#)** of this instructional material
- pests of quarantine concern to the importing country.

## Consignments sampled during loading, or during filling of packages

- Loading must stop immediately if a pest or contaminant is found in the commodity, or on its packaging/bags or pallets. If loading does not stop immediately
  - all goods beyond the point of sampling must be redirected and rejected
  - goods already loaded during the filling of packages and part-loaded containers must be rejected.

If loading does stop immediately

- all goods beyond the point of sampling must be passed
- goods already loaded/packaged must be passed.

**Important:** Clients must not to continue loading grain from a rejected source to treat in the container.

- When loading from 2 or more sources simultaneously, all cells or other sources for the blend must be included in the rejection.

- Goods on the commodity flowpath must be rejected. Also refer to **section: [Re-inspecting flow path following a rejection](#)** below.
- For flowpaths with a top garner or garner bin, the goods in these must also be rejected.
- Rejected goods must be segregated and clearly distinguished from goods that have passed inspection.
- For inspections where the source for loading is a horizontal storage
  - 5,000 tonnes of the goods from the point of sampling must be rejected  
Refer to **Attachment 4: [Bulk density of grain and plant products](#)** to assist with the calculation of rejections in horizontal storage.
  - loading from the same source may recommence after the 5,000 tonne rejection has occurred.
- For inspections where the source for loading is a vertical storage
  - the entire storage unit fails the inspection and must be rejected
  - loading must not continue from the rejected source or along the flowpath until the non-compliance is rectified.

#### For goods being loaded into containers

If the goods are being rejected for contaminants and vermin (other than live insects), the container must have the container approval revoked, and the goods must be discharged from the container.

#### For goods being loaded into bulk vessels (20% cumulative rejection rule)

- If more than 10,000 tonnes of a single commodity are being loaded onto a vessel, the quantity of goods loaded from sources rejected for live injurious pests, must not exceed 20% of the total tonnage expected to be loaded onto the ship (as per all RFP/s)—this figure is referred to as the cumulative rejection limit.

#### Notes:

- The cumulative rejection limit is determined by calculating 20% of the total tonnage expected to be loaded onto a ship. All RFPs being loaded onto the vessel must be considered in the calculation of the cumulative rejection limit.
- The Action Figure is the total amount of grain loaded from all sources that have been rejected for live injurious pests.
- This measure is to ensure the level of live injurious pests in export shipments is kept to a minimum.
- AOs must record, for each rejection, the weight of goods remaining in the source at the time of rejection (Rejection Figure – RF) in the comments or remarks field of the inspection record.
- Where a source has a capacity greater than 2,000 tonnes, a maximum of 2,000 tonnes per source must be added towards the Action Figure. When loading from 2 or more sources simultaneously, the maximum amount to be allocated towards the Action Figure is 2,000 tonnes.
- The weight of goods on the belt (past garner bins/weigher) from the rejected source (not redirected back to the source or run-off and rejected) must be added to the Action Figure – AF and contribute towards the cumulative rejection limit.
- If the same ship is loading at another Australia port, the cumulative total must be transferred and continued during the subsequent loading.
- Loading must cease if the cumulative rejection limit of 20% of the total tonnage expected to be loaded onto the ship is reached, and the client must contact the [Grain and Seed Exports Program](#), who will discuss a loading plan.

## Failing the entire lot/consignment

### Consignments sampled after the filling of packages and resubmitted packaged goods

- The entire lot/consignment fails the inspection and must be rejected, irrespective of whether the pests or contaminants were found in the goods, on the external surface of packaging/bags or on the pallets.
- The rejection can be limited to an 'inspection lot' if the lot is clearly distinct. For example, different grain species that are unlikely to have come from the same source.
- Rejected goods must be segregated and clearly distinguished from goods that have passed inspection.

## Failing the container from which the samples were drawn

### Resubmitted containers

- The container from which the samples were drawn fails the inspection and must be rejected.
- Rejected goods must be segregated and clearly distinguished from goods that have passed inspection.

## Re-inspecting the flow path following a rejection

### 50 tonne run-off rejection

- A flow path re-inspection is not required following a 50 tonne run-off rejection.
- Flow path re-inspection is required only when multiple 50 tonne run-offs have triggered a rejection of source.

### Rejecting the source

- For consignments sampled during loading of containers, or during filling of packages, the flowpath must be re-inspected and passed before the inspection can continue.
- For consignments sampled during loading of bulk vessels
  - the flowpath must be run clean (including belts from the source and elevators) before the inspection can continue. Refer to **Section: [Goods being loaded into bulk vessels](#)** above about recording the weight of these goods (Action Figure – AF)
  - Note:** A flowpath re-inspection is not required, unless time permits.
  - if using a mobile loader, under a mobile bulk loading plan, the flowpath must be re-inspected and passed before the inspection can continue.

The following table outlines the process for passing or failing inspections.

Stage	What happens	Responsible party
1.	The inspection result is recorded on the inspection record.	Inspection AO
2.	The product is secured from other goods.	Client
3.	The inspection result and supporting documents are submitted to the department.	Inspection AO

**Note:** Following the failure of an inspection a client can either withdraw the consignment from export or treat it and re-present it for inspection.

## What are the treatment requirements?

- Rejected goods can be treated and resubmitted for inspection.
- Goods rejected for live insects must be treated with a suitable insecticide or fumigants if they are to be resubmitted for inspection.
- The method of treatment is at the client's discretion but must remove all life stages of the pest and result in the goods being export compliant.
- Treatment must occur before export.

**Important:** The department must not stipulate a treatment method unless required by the importing country.

## When is treatment not permitted?

Consignments must not be treated and re-presented for inspection if the importing country specifies that treating is not permitted for any reason.

## Treating live insect infestations, diseases and contamination

### Treating live insects

Goods that have been rejected for live insects must be treated using one of the following:

- insecticide
- fumigation.

### Using pesticides and fumigants

- If a pesticide or fumigant is used, it must
  - be suitable for controlling the pest species
  - meet Australian legislation and standards
  - meet the importing country's requirements
  - occur within the specified timeframe set by the importing country
  - be used in accordance with its registered label under a law of the Commonwealth, State or Territory.

- For containerised or packaged goods, the goods can be treated in the containers or packages if packaging material is suitable for fumigation (not in bulk vessels).

**Important:** Clients must not to continue loading grain from a rejected source to treat in the container.

- Fumigations must be conducted by fumigators who hold a valid fumigation license issued by the relevant state or territory authority.
- Fumigations must be conducted using the fumigant and rates specified by the importing country or, if no fumigant and/or rate is specified, fumigations must be conducted using a fumigant registered to control stored product insect pests by the APVMA for use on the goods at registered label rates.
- When the fumigants and/or dosages specified by the importing country are not registered by the APVMA for that product, the fumigator must seek an off-label permit from the APVMA before conducting the fumigation.

## Treating contaminants

The following table outlines the requirements for treating contaminants found in grain and plant products during inspection.

For contaminants...	Then...
with a nil tolerance	cleaning of the goods must be carried out to remove the contaminating material.
with a numerical tolerance	cleaning or blending to below the permitted tolerance may be carried out.
on the outside of packages	contamination may be removed by brushing or other mechanical means. <b>Important:</b> This is not acceptable for injurious pests or contaminants above tolerance requiring rejection of the source.

## Screening or cleaning of goods

- Screening/cleaning of goods rejected for live insect infestation is not permitted.
- Goods can be screened for contaminants. Goods must be passed through a screen with an opening (aperture) size sufficient to remove the contaminant that resulted in the rejection.

## Blending goods

- Blending of goods rejected for live insect infestations is not permitted.
- Blending of goods rejected for contaminants (including snails) with a nil tolerance is not permitted.
- Blending of goods rejected for contaminants, where there is a numerical tolerance is permitted to bring the goods below the required numerical tolerance.

## What are the requirements for the re-inspection of a consignment?

### Resubmitted consignments

Resubmitted consignments intended for export must be presented for phytosanitary inspection in accordance with the following:

- Goods must not be re-submitted for inspection if there is no approved method of treating the goods.
- If the composition of the consignment has changed, a new RFP must be lodged.
- The following information must be provided by the client to the AO prior to the inspection
  - a copy of the original RFP (in cases where a new RFP has been lodged), as well as the previous inspection record
  - a written notification that the goods previously failed inspection, and the method of treatment that was applied
  - evidence that the treatment has been applied, if applicable, for example a treatment declaration or certificate
  - if a fumigant is applied, a gas free certificate, issued by an accredited/licensed fumigator.
- The goods must not be resubmitted for re-inspection until after the exposure, airing, ventilation and safety precautions (specified on the registered label or treatment certificate) have been achieved.
- Packaged goods treated in containers must be unpacked for re-inspection.

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- When blending is used as a treatment, clients must undertake their own checks to ensure goods are compliant before presenting to the AO for re-inspection.
- The original RFP number must be referenced on the inspection record.
- The resubmitted goods must be inspected in accordance with the Exports work instruction: [Inspecting prescribed grain and plant products for export](#).

## Delayed consignments

The consignment must be re-inspected if:

- the time between inspection and export exceeds 28 days  
or
- the maximum time between inspection and export permitted by the importing country is exceeded (when less than 28 days).

The importing country's requirement takes precedence over the 28-day period. Re-inspection must be requested if the above conditions have occurred unless an extension (see **section:** [Export validity period](#)) has been granted.

## What are the post-inspection requirements?

### Export permits

All consignments of prescribed grain and plant products for export must have an export permit. An export permit (authorised RFP) is issued to the client by the department once the goods have been inspected and passed as export compliant by an AO and where a request for authorisation of the RFP has been approved by the department.

### When is an export permit not required?

Consignments 10 kilograms or less are exempt from requiring an export permit but a phytosanitary certificate may still be required by the importing country.

### Export validity period

- Consignments that pass inspection remain compliant for 28 days after the inspection date.
- The phytosanitary status of the goods must be fully maintained from the time of inspection until the time the goods are exported.
- The period of export validity may be extended beyond the 28 days, with prior approval by the department. Any additional approved period must not exceed 28 days.

The following table outlines the process for granting an extension to the export validity period.



Stage	What happens	Responsible party						
1.	<p>An extension to the export validity period is requested (prior to expiry).</p> <p>Details supporting the request are provided <b>before the end of the initial 28 day period</b> to the department's <a href="#">Grain and Seed Exports Program</a>.</p> <p>The request must include:</p> <ul style="list-style-type: none"><li>• why an extension is required</li><li>• a proposal for a justifiable period of extension</li><li>• information that gives assurance that the phytosanitary status of the goods has not changed or been compromised since inspection.</li></ul>	Client						
2.	The extension request is assessed, and a decision is made.	Grain and Seed Exports Program						
3.	<p>The client is informed of the decision for the extension via email.</p> <table><tr><th>If the decision is...</th><th>Then the email will include...</th></tr><tr><td>to approve the request</td><td><ul style="list-style-type: none"><li>• the description of the goods that includes the quantity/weight and destination</li><li>• the date/period that validity period has been extended during which the goods may remain passed for export</li><li>• the RFP number</li><li>• the date of inspection of the goods</li><li>• the number and date of the import permit (where applicable).</li></ul></td></tr><tr><td>to refuse the request</td><td><ul style="list-style-type: none"><li>• the decision to refuse</li><li>• the reasons for the decision to refuse the request.</li></ul></td></tr></table>	If the decision is...	Then the email will include...	to approve the request	<ul style="list-style-type: none"><li>• the description of the goods that includes the quantity/weight and destination</li><li>• the date/period that validity period has been extended during which the goods may remain passed for export</li><li>• the RFP number</li><li>• the date of inspection of the goods</li><li>• the number and date of the import permit (where applicable).</li></ul>	to refuse the request	<ul style="list-style-type: none"><li>• the decision to refuse</li><li>• the reasons for the decision to refuse the request.</li></ul>	Grain and Seed Exports Program
If the decision is...	Then the email will include...							
to approve the request	<ul style="list-style-type: none"><li>• the description of the goods that includes the quantity/weight and destination</li><li>• the date/period that validity period has been extended during which the goods may remain passed for export</li><li>• the RFP number</li><li>• the date of inspection of the goods</li><li>• the number and date of the import permit (where applicable).</li></ul>							
to refuse the request	<ul style="list-style-type: none"><li>• the decision to refuse</li><li>• the reasons for the decision to refuse the request.</li></ul>							
4.	If the inspection was recorded in PEMS, PEMS is updated with the new expiry date.	Grain and Seed Exports Program						
5.	EXDOC is updated if the export validity period is extended.	Business Systems Program						

## What are the requirements for exporting goods not of Australian origin?

Imported goods may be exported as part of a larger consignment containing Australian goods. Consignments of this type are covered under a single phytosanitary certificate if:

- any additional declarations required by an importing country authority can be satisfied by product inspection

- the certificate indicates that the consignment contains product of both Australia and other countries
- all commodities on the phytosanitary certificate not of Australian origin have their country of origin listed.

## What are the requirements for the re-export of goods?

Re-export phytosanitary certificates must be issued for imported prescribed goods re-exported from Australia if phytosanitary certification is required by the importing country authority, and the:

- goods are accompanied by a phytosanitary certificate issued by the country of origin, or a certified true copy of the phytosanitary certificate issued by the country of origin  
**Important:** AOs must validate the original or certified copy of the phytosanitary certificate from the importing country/countries at the time of inspection.
- identity of the goods can be established
- consignment has not been exposed to infestation or contamination while in Australia
- goods must be inspected by an AO in accordance with the [Exports work instructions](#)
- goods comply with the requirements of the importing country authority
- goods in the consignment must not have been grown or processed to change their nature in Australia.

## Imported goods not accompanied by an original phytosanitary certificate

If imported goods are no longer accompanied by an original phytosanitary certificate or certified copy and are to be exported, a phytosanitary certificate must be issued with the words 'Phytosanitary Certificate from the Country of Origin not Available' attached to the certifying statement.

**Go to** the Exports reference: [Preparing a re-export Phytosanitary certificate \(EX25\) for plant exports](#) for further information on re-export phytosanitary certificates.

## How is certification issued?

An export permit and phytosanitary certification must be requested once the consignment has passed inspection and has met all additional requirements of the importing country.

**Go to** the Exports Process Instruction: [Issuance of certification for plant exports](#) for information on the process for issuing certification.

## Record keeping

Where documents are not available in PEMS; clients, exporters, registered establishment operators and AOs must retain documentation in relation to receivals, inspections, audits, registration, accreditation and export permits and certification for a period of at least 2 years.

## Related material

This section includes links to related materials referred to in this document.

The following related material is available on the department's website:

- Manual of Importing Country Requirements ([Micor](#)).
- [Micor Plants](#) (importing country requirements, protocols and work plans)
- [Protocols, work plans](#)
- [Plant Export Operations Manual](#)
  - Exports policy: *Management of plant export registered establishments*
  - Exports Process Instruction: *Issuance of certification for plant exports*
  - Exports Work instruction: *Inspecting prescribed grain and plant products for export*
  - Exports Reference: *Pests and contaminants of grain and plant products*
  - Exports Reference: *Work health and safety in the plant export environment*
  - Exports work instruction: *Completing plant export inspection and treatment records*
  - Exports Reference: *Grain and plant product inspection record*
  - Exports Reference: *Bulk into ships hold inspection record*
  - Exports Reference: *Bulk vessel loading running record*
  - Exports Reference: *Plant Export Management System authorised officer user guide*
- [Certificates, declarations and forms](#)
  - Exports Work instruction: *Preparing a phytosanitary certificate for re-export (EX25) for plant exports*

The following related material is available online:

- [International Standards for Phytosanitary Measures \(ISPM\) 15 – for wood packaging material](#).

## Contact information

- Authorised Officer Hotline: 1800 851 305
- Authorised Officer Program: [PlantExportTraining@aff.gov.au](mailto:PlantExportTraining@aff.gov.au)
- Grain and Seed Exports Program: [Grain.Export@aff.gov.au](mailto:Grain.Export@aff.gov.au)
- Grain and Seed Exports Program hotline: 02 6272 3229
- Assessment and Client Contact Group: [PlantExportsNDH@aff.gov.au](mailto:PlantExportsNDH@aff.gov.au)
- Micor Administrator: [MicorPlants@aff.gov.au](mailto:MicorPlants@aff.gov.au).

## Document information

The following table contains administrative metadata.

<b>Instructional Material Library document ID</b>	IMLS-9-4378
<b>Instructional material owner</b>	Director, Grain and Seed Exports
<b>Risk rating</b>	Medium
<b>Review period</b>	Due for review within 3 years of the most recent approved date.

## Version history

The following table details the published date and amendment details for this document.

Version	Date published	Date last approved	Review type	Summary of review
1.0	24/04/2020	24/04/2020	First Publication	First publication of this process instruction
1.1	28/04/2020	28/04/2020	Minor Changed	Small edits to text
2.0	03/06/2020	03/06/2020	No Changes	Document re-published from IML Archive with no changes.
3.0	03/06/2020	03/06/2020	Minor Changes	Correction to an error in the sampling rates for packaged goods – manual sampling (during filling of packages).
4.0	28/03/2021	28/03/2021	Major Changes	Updates to reflect the commencement of the <i>Export Control Act 2020</i> and associated Plant Rules.
5.0	01/06/2021	01/06/2021	Minor Changes	Minor grammatical edits and update to the Legislation reference 'Export Control (Fees and Payments) Rules 2021'.
6.0	02/08/2022	02/08/2022	Minor Changes	Noted that nil tolerance for carcasses is not limited to rodent and vermin carcasses and corrected inconsistencies in alphabetical ordering of definitions.
7.0	30/01/2024	30/01/2024	Minor Changes	<ul style="list-style-type: none"> <li>Updated general registered establishment and commodity flowpath requirements.</li> <li>Added sampling rates for bulka bags.</li> <li>Clarified definition of 'Action Figure' and 'Cumulative Rejection Limit'.</li> </ul>

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Version	Date published	Date last approved	Review type	Summary of review
8	28/04/2025	28/04/2025	Minor changes	<ul style="list-style-type: none"><li>Updated flowpath information in relation to mobile bulk loading.</li><li>Update document to meet new export template.</li></ul>

## Appendix A: Definitions

The following table defines terms used in this document.

Term	Definition
APVMA	Australian Pesticides and Veterinary Medicines Authority or its successor organisation.
Authorised officer (AO)	<p>A person authorised under section 291 of the <i>Export Control Act 2020</i> to be an authorised officer. The authorised officer may exercise powers and functions conferred on them through an instrument of appointment.</p> <p><b>Note:</b> An authorised officer may be a Commonwealth, State or Territory government officer or third-party individual. Examples of third-party individuals include, but are not limited to:</p> <ul style="list-style-type: none"> <li>employees of registered establishments</li> <li>employees of an exporter</li> <li>self-employed individuals/sole traders.</li> </ul>
Bulk goods/bulk commodities	Unpackaged goods, that are generally sold or traded in large quantities, and are loaded directly into a shipping container or vessel hold.
Bulk into ship hold inspection record	<p>The approved form for an authorised officer to record the findings and result of an inspection of bulk prescribed grain and plant products for export in or on a bulk vessel.</p> <p><b>Note:</b> The bulk into ship hold inspection record includes PEMS or the equivalent manual record available on the PEOM.</p>
Bulk vessel	A vessel that is designed to be used to transport prescribed plants or plant products in bulk from Australia to an overseas destination.
Bulk vessel approval	<p>An approval of the bulk vessel for loading, that is in force (has not expired or been revoked) under part 5 of Chapter 9 of the <i>Export Control (Plants and Plant Products) Rules 2021</i>.</p> <p><b>Note:</b> The bulk vessel approval is documented through a bulk vessel inspection record.</p>
Bulk vessel inspection record	<p>The approved form on which an authorised officer records bulk vessel inspection details and results, including whether a cargo space (such as a hold) in or on a bulk vessel, is approved for loading, or has failed inspection.</p> <p><b>Note:</b> The bulk vessel inspection record includes PEMS or the equivalent manual record available on the PEOM.</p>
Bulk vessel loading running record	<p>The approved form on which an authorised officer records inspection activity or issues as they arise (hold changes, stoppages, weed seeds, AO changes and the like) during loading of a bulk vessel.</p> <p><b>Note:</b> The bulk vessel loading running record is available on the PEOM.</p>

Term	Definition
Certification	Means a government certificate issued under chapter 2 of the <i>Export Control Act 2020</i> in relation to goods that are to be, or that have been, exported this may include:  Official certificates, electronic or manual, issued by the department to endorse that plants and plant products for export are compliant with the <i>Export Control Act 2020</i> and/or the importing country's requirements.
Client	The exporter, exporter's representative or person responsible for prescribed goods intended for export.
Compliant goods	Goods that have been prepared (by clients/parties responsible) and determined compliant with: <ul style="list-style-type: none"> <li>• relevant importing country requirements</li> <li>• relevant conditions or restrictions prescribed under the <i>Export Control Act 2020</i></li> <li>• departmental requirements</li> </ul> prior to being presented to the AO for inspection.  The clients/parties responsible for the goods must present goods that will meet the above requirements. Participants in the export supply chain involved in the preparation of prescribed goods (particularly the ERE) must knowingly present 'compliant goods' to the AO for inspection, as required under the <i>Export Control Act 2020</i> .
Consignment	The quantity of plants or plant products identified on the notice of intention to export (NOI), or request for permit (RFP), for export to a particular importing country.  Can be composed of one or more commodities. May be presented in lots and might not be presented all at the same time.
Container	A container for prescribed goods that is designed for use as a unit of cargo handling equipment in the export of the goods by aircraft or ship, including a shipping container and air cargo container.
Container inspection record	The approved form on which an authorised officer records container inspection details and results, including whether a container is approved for loading, or failed inspection.  <b>Note:</b> The container inspection record includes PEMS or the manual equivalent available on the PEOM.
Container approval	An approval of the empty container that is in force (has not expired or been revoked) under part 6 of chapter 9 of the Export Control (Plant and Plant Product) Rules 2021.  <b>Note:</b> The container approval is documented through a passed result recorded on the container inspection record.

Term	Definition
Contaminant	Any foreign matter, whether organic or inorganic, that is included in, on, or with prescribed goods, and can include ergot, cereal, smut, earth (sand and soil etc.), live non-injurious pests (including insects), weed seeds, leaves, stems, odour, pickling compounds, artificial colouring and other extraneous material.
Country of origin	The country where the plants or plant products were grown, produced, or exposed to infestation by pests or contaminants.
ECGS (export compliant goods storage)	A receptacle approved by the department within a registered establishment where goods passed by an AO (export compliant goods) are stored prior to export. These goods remain passed for 28 days after the date of inspection
Export Compliant Goods (ECG)	<p>Goods that have been presented to an AO and passed assessment are considered to be 'passed as export compliant' and have attained a Phytosanitary Status</p> <p>These goods are considered compliant with requirements for export set out in the Plant Rules as required under the <i>Export Control Act 2020</i>.</p>
Export documentation system (EXDOC)	The department's electronic export documentation system in which export certification is produced. This includes export permits and phytosanitary certificates.
Exporter	The entity identified as the exporter in a Notice of Intention/Request for Permit to export.
Export permit	A permit issued by the department under chapter 7 of the <i>Export Control Act 2020</i> and required under the Export Control (Plants and Plant Product) Rules 2021 for the lawful export of prescribed plants and plant products.
Flowpath	Is from the point of sampling to the point of loading. The flowpath includes the inspection area and commodity conveyance systems and anything along the pathway that the product comes into contact with, or which presents a direct risk for the product to become contaminated after inspection and during loading. For non-bulk commodities, this may include the receipt, storage (when storing passed goods, or ECGS storages), treatment, inspection, conveyor systems and despatch areas.
Grade/type	A quantity of goods of a single type, identifiable by its homogeneity of composition and origin, forming part of a consignment.
Grain and plant products inspection record	<p>The approved form for an authorised officer to record the findings and result of an inspection of prescribed grain and plant products for export.</p> <p><b>Note:</b> The grain and plant products inspection record includes PEMS and the equivalent manual record available on the PEOM.</p>



Term	Definition
Hold	Internal compartment where cargo can be stowed and carried. Generally referred to as a 'ship's hold'.
Horizontal storage	A horizontal bunker or shed used for storage of bulk commodities.
Import permit	A document issued by a national government authorising the importation of certain goods into its territory.
Infestation	Presence of a living pest of the plant or plant product concerned. <b>Note:</b> Infestation includes infection.
Infestible residue or infestible material	Any residue or material that is susceptible to infestation by pests or could harbour pests.
Inspection authorised officer (AO)	An AO approved to inspect plants, plant products, empty containers or empty bulk vessels for export. <b>Note:</b> This role can be performed by departmental, State/Territory government officer or third-party AOs.
Inspection record	The approved form for an authorised officer to record the findings and result of an inspection of plants and plant products for export. See: <ul style="list-style-type: none"> <li>• Grain and plant products inspection record</li> <li>• Bulk into ship hold inspection record</li> <li>• Bulk vessel loading running record.</li> </ul>
Lot	Units of a single commodity (identifiable by its homogeneity of composition and origin) defined during sampling. A single packed container - 'container lot' or part there-of being processed/packed.
Manual of Importing Country Requirements (Micor)	A database maintained by the department that outlines importing country requirements for a range of plants and plant products for export.
Mixed consignment	A consignment of plant and plant products for export that is made up of various product types.
National Plant Protection Organisation (NPPO)	Official service established by a government to discharge the functions specified by the International Plant Protection Convention. The department is the Australian Government's nominated NPPO.
Notice of Intention (NOI)	The approved form submitted by an exporter to the department containing information about goods they intend to export. <b>Note:</b> For contingency purposes a manual NOI, called an EX28, can be used. An electronic NOI is called a Request for Permit (RFP) and is submitted through the department's electronic documentation system, EXDOC.

Term	Definition
Package	The outermost box/bag that a commodity is packed into. For example, a carton, bulka bag or bag, as presented at inspection. Any covering in which plants or plant products are packed and are intended to be exported.
Plant Exports Management System (PEMS)	The department's electronic system which contains records of the findings and results of phytosanitary inspections of plants and plant products, empty containers and ship holds used for export.
Plant Export Operations Manual (PEOM)	A webpage maintained by the department that outlines the policy and processes for exporting plants and plant products from Australia. It also lists instructional material, forms and user guides related to the export certification process.
Pest	Any species, strain, or biotype of plant, animal or pathogenic agent, that is injurious to plants or plant products. Examples of pests are live animals and live insects.
Phytosanitary	Relates to the health of plants or plant products, especially with respect to the requirements of international trade.
Phytosanitary status	Goods having passed AO inspection and certification requirements are considered to be 'passed as export compliant'—and have attained a phytosanitary status recognised by the department. Attaining phytosanitary status confirms compliance with phytosanitary requirements of the department and/or the importing country.
Prescribed goods (goods)	Goods that are listed in the Export Control Rules to be prescribed goods for the purposes of the <i>Export Control Act 2020</i> . This includes: <ul style="list-style-type: none"> <li>a) prescribed grains</li> <li>b) hay and straw</li> <li>c) fresh fruit</li> <li>d) fresh vegetables</li> <li>e) other plants or plant products for which a phytosanitary certificate or any other official certificate is required by an importing country authority.</li> </ul>
Prescribed grain and plant products	Refer to Prescribed goods.
Protocol	A government-to-government document that specifies import requirements. The protocol is bilaterally agreed to by Australia and the importing country authority.  <b>Note:</b> Countries that Australia has an agreed protocol with, are referred to as 'protocol markets'. For a list of protocol markets go to 'view documents' in Micor plants.

Term	Definition
Registered establishment	An establishment that is registered under chapter 4 of the <i>Export Control Act 2020</i> for a kind of export operations in relation to a kind of prescribed plants or plant products.
Source	The storage where the consignment is held prior to inspection and loading (storage may be a silo, cell, shed or bunker).
Supporting documents	Documents provided by the client as evidence that goods are compliant with departmental and importing country requirements. For example, area freedom statements and treatment certificates.
Total ship load	The total tonnage expected to be loaded onto the ship (as per all RFP/s)
Treatment	Official procedure for the killing, inactivation or removal of pests, or for rendering pests infertile or for devitalisation.
Vertical storage	A vertical receptacle, usually a vertical silo or cell used for storage of bulk commodities.

## Appendix B: Legislative framework

The following list outlines the legislation that applies to the phytosanitary inspection of prescribed grain and plant products for export.

- *Export Control Act 2020* (Act) and Export Control (Plants and Plant Products) Rules 2021 (Plant Rules)
  - Section 2-1 Plant Rules – Plants and plant products that are prescribed goods
  - Sections 2-3 and 2-4 Plant Rules – Prohibited export and prescribed export conditions
  - Section 4-13 Plant Rules – Prescribed plants or plant products intended to be exported in a bulk vessel
  - Section 4-14 Plant Rules – Prescribed plants or plant products intended to be exported in containers
  - Part 1 of Chapter 8 – Notice of intention to export
  - Part 2 of Chapter 8 – Trade descriptions
  - Part 2 of Chapter 9 – Assessments of goods
  - Section 410 Act – Methods for taking, testing and analysing certain samples
  - Section 9-11 Plant Rules – Reassessment after failed assessment
  - Section 4-12 Plant Rules – Requirements for packaging for export
  - Part 5 of Chapter 9 Plant Rules – Bulk vessel approvals
  - Part 6 of Chapter 9 Plant Rules – Container approvals
  - Part 1 of Chapter 11 – Records
- Export Control (Fees and Payments) Rules 2021
- *Privacy Act 1988*
- *Public Service Act 1999*
- *Work Health and Safety Act 2011*.

## Attachment 1: Injurious pests

The following table details **major injurious insect pests** associated with grain and plant products.

Refer to Exports Reference: [Pests, Diseases and Contaminants of Grain and Plant Products](#) to view images of injurious pests.

Scientific name(s)	Common name(s)
<i>Acanthoscelides obtectus</i> (Say, 1831)	Bean weevil
<i>Bruchus pisorum</i> (Linnaeus, 1758)	Pea weevil
<i>Cadra cautella</i> (Walker, 1863)	Tropical warehouse moth
<i>Callosobruchus chinensis</i> (Linnaeus, 1758)	Pea and bean beetle/Southern cowpea weevil
<i>Callosobruchus maculatus</i> (Fabricius, 1775)	Pea and bean beetle/Cowpea weevil
<i>Callosobruchus phaseoli</i> (Gyllenhal, 1833)	Cowpea weevil
<i>Corcyra cephalonica</i> (Stainton, 1866)	Rice moth
<i>Cryptolestes ferrugineus</i> (Stephens, 1831) <i>Cryptolestes pusillus</i> (Schönherr, 1817) <i>Cryptolestes pusilloides</i> (Steel & Howe, 1952)	Flat grain beetles
<i>Ephestia elutella</i> (Hübner, 1796)	Cacao moth/Warehouse moth
<i>Ephestia kuehniella</i> Zeller, 1879	Mediterranean flour moth
<i>Oryzaephilus mercator</i> (Fauvel, 1889)	Merchant grain beetle
<i>Oryzaephilus surinamensis</i> (Linnaeus, 1767)	Saw-toothed grain beetle
<i>Plodia interpunctella</i> (Hübner, 1813)	Indian meal moth
<i>Rhyzopertha dominica</i> (Fabricius, 1775)	Lesser grain borer
<i>Sitophilus granarius</i> (Linnaeus, 1758)	Granary weevil
<i>Sitophilus oryzae</i> (Linnaeus, 1763)	Rice weevil
<i>Sitophilus zeamais</i> Motschulsky, 1855	Maize weevil
<i>Sitotroga cerealella</i> (Olivier, 1789)	Angoumois grain moth
<i>Tribolium castaneum</i> (Herbst, 1797)	Rust-red flour beetle
<i>Tribolium confusum</i> Jacquelin du Val, 1868	Confused flour beetle
<i>Trogoderma granarium</i> Everts, 1899	Khapra beetle ( <b>Absent from Australia</b> ) <b>Important:</b> If suspected contact the department's See. Secure. Report Hotline 1800 798 636 for advice.
<i>Trogoderma inclusum</i> LeConte, 1854	Larger cabinet beetle ( <b>Absent from Australia</b> ) <b>Important:</b> If suspected contact the department's See. Secure. Report Hotline 1800 798 636 for advice.
<i>Trogoderma variabile</i> Ballion, 1878	Warehouse beetle

The following table details **injurious vermin** associated with grain and plant products.

Scientific name(s)	Common name(s)
<i>Mus</i> spp.	Mouse (also refer to Attachment 2)
<i>Rattus</i> spp.	Rat (also refer to Attachment 2)

The following table details **minor injurious pests** associated with grain and plant products.

Scientific name(s)	Common name(s)
<i>Acarus siro</i> Linnaeus, 1758	Flour mite
<i>Aglossa caprealis</i> (Hübner, 1809)	Murky meal caterpillar
<i>Ahasverus advena</i> (Waltl, 1832)	Foreign grain beetle
<i>Carpophilus dimidiatus</i> (Fabricius, 1792)	Dried fruit beetle
<i>Carpophilus hemipterus</i> (Linnaeus, 1758)	Dried fruit beetle
<i>Carpophilus ligneus</i> Murray, 1864	Dried fruit beetle
<i>Carpophilus obsoletus</i> Erichson, 1843	Dried fruit beetle
<i>Endrosis sarcitrella</i> (Linnaeus, 1758)	White-shouldered house moth
<i>Gnatocerus cornutus</i> (Fabricius, 1798)	Broad-horned flour beetle
<i>Lasioderma serricorne</i> (Fabricius, 1775)	Tobacco beetle/cigarette beetle
<i>Latheticus oryzae</i> Waterhouse, 1880	Long-headed flour beetle
<i>Mezium affine</i> Boieldieu, 1856	Spider beetle black
<i>Mezium americanum</i> (Laporte, 1840)	Spider beetle
<i>Nemapogon granella</i> (Linnaeus, 1758)	Mottled grain moth
<i>Palorus ratzeburgi</i> (Wissmann, 1848)	Small-eyed flour beetle
<i>Palorus subdepressus</i> (Wollaston, 1864)	Depressed flour beetle
Psocoptera	Psocids or book lice
<i>Ptinus fur</i> (Linnaeus, 1758)	White-marked spider beetle
<i>Ptinus tectus</i> Boieldieu, 1856	Australian spider beetle
<i>Pyrallis farinalis</i> Linnaeus, 1758	Meal moth
<i>Tenebrio molitor</i> Linnaeus, 1758	Yellow mealworm
<i>Tenebrio obscurus</i> Fabricius, 1792	Dark mealworm
<i>Tenebroides mauritanicus</i> (Linnaeus, 1758)	Cadelle
<i>Typhaea stercorea</i> (Linnaeus, 1758)	Hairy fungus beetle

## Attachment 2: Pest and contaminant tolerances

The following table details the accepted tolerances for pests and contaminants associated with grain and plant products.

Pest / Contaminant	Tolerance level
Live non-injurious pests (including insects and snails), also known as field species. Field species are any which are not listed as injurious pests in Attachment 1 or of quarantine concern to the importing country	(i) In any single sample (2.25 litres or equivalent) not more than 2 live field species. (ii) In any 3 consecutive samples (each sample 2.25 litres or equivalent) not more than 2 live field species in total.
Carcasses (including Rodent and vermin carcasses)	Nil <b>Important:</b> <ul style="list-style-type: none"> <li>goods for consumption or processing—reject the source</li> <li>goods <u>not</u> for consumption or processing—apply a 50 tonne run-off rejection.</li> </ul>
Rodent and vermin droppings	(i) Not more than 3 droppings in any single sample (2.25 litres) (ii) Not more than 4 droppings in total from any 2 consecutive 2.25 litre samples (iii) Nil in mung beans.
<i>Claviceps purpurea</i> (Fr.) Tul. (Ergot fungus) (i) of ryegrass (ii) of the cereal or seed	For ergot of ryegrass: 0.05 % by weight or not more than 50 pieces per 5 litres of grain.  For ergot of cereal or seed: 0.05 % by weight or not more than 3 pieces per 2.25 litres in prescribed grain.
<i>Datura</i> spp. seeds (thornapples)	Not more than 10 seeds per 2.25 litres in sorghum only.
Quarantine pests specified by the importing country (e.g. snails)	As specified (Micor/import permit).
Weed seed species of quarantine concern to the importing country, as advised on Micor	Nil—apply a 50 tonne run-off rejection
Weed seed species where tolerances are specified by the importing country	As specified (Micor/import permit).

### Attachment 3: General tolerances

The following table details the accepted tolerances for pests and contaminants associated with grain and plant products.

Pest / Contaminant	Tolerance level
Soil and sand	0.2 % by weight (per each sample 2.25 litres or equivalent).
Weed seeds where the importing country requires freedom from 'weed seeds' on their import permit/Micor without specifying species.	0.5 % by weight (per each sample 2.25 litres or equivalent).
Any pests or contaminants where the importing country requires freedom from pests or contaminants on their import permit/Micor without specifying species/contaminant.  <b>Refer</b> to the definitions table for the definition of 'contaminant'.	0.5 % by weight (per each sample 2.25 litres or equivalent).

### Attachment 4: Bulk density of grain and plant products

The bulk density and angle of repose of grain varies with type, variety, moisture content, quality and contamination.

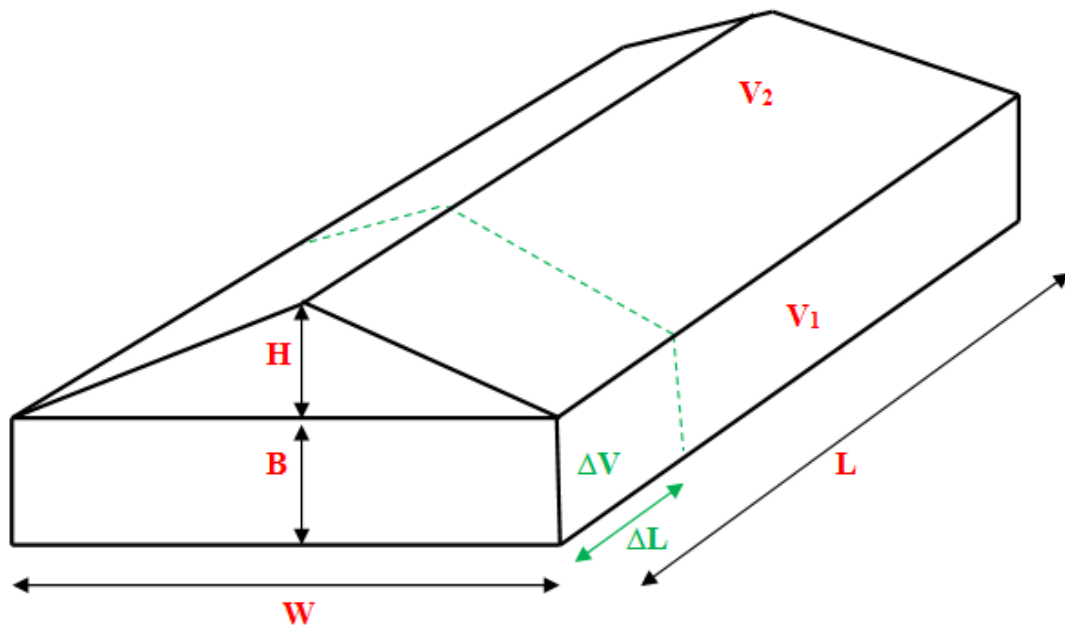
The following table details typical bulk density and volume of 5,000 tonnes of common grain and seeds.

Grains/seeds	Density (t.m <sup>-3</sup> )	Volume of 5,000 t.m <sup>3</sup> (ΔV)
Barley	0.62	8050
Canola	0.69	7250
Cottonseed	0.4	12500
Lupins	0.77	6500
Sorghum	0.73	6850
Chickpea	0.74	6750
Cowpea	0.75	6650
Maize	0.72	6950
Oats	0.48	10400
Wheat	0.77	6500



## How to calculate the volume of 5000 tonnes grain

Figure 1: Schematic diagram of a bunker used for storing grain.



An AO may use the following formula to calculate the length ( $\Delta L$ ) of grain from the bunker to reject.

$$\Delta L = \Delta V / [(B \times W) + (0.5 \times H \times W)]$$

Where:

$\Delta L$  = Length of bunker to be rejected, meter

$\Delta V$  = Volume of 5000 tonnes of grain stored in a bunker, m<sup>3</sup> (obtained from Table 1)

W = Width of the bunker, meter

B = Bank height, meter

H = Height of the triangular component of the bunker, meter

L = length of the bunker, meter

$V_1$  = volume of horizontal component of the bunker, m<sup>3</sup>

$V_2$  = volume of the triangular component of the bunker, m<sup>3</sup>

### For example

When inspecting wheat with W=40 m, B=1.5 m and H= 4 m,  $\Delta V$  is 6500 (table 1). Length of grain to be rejected can be estimated using the above equation as follows:

$$\begin{aligned} \Delta L &= 6500 / [(1.5 \times 40) + (0.5 \times 4 \times 40)] \\ &= 46.43 \end{aligned}$$

Which means 46.4 m length should be rejected before recommencing loading of the grain.